GTA
Georgia Technology Authority

Process Roles

Role	
EA Core Team	
EA Extended Team	
Division/Office Policy Contributors	
PSG Section / Assistant to the CIO for Policy	
EA Steering Committee	
Office of Communications	

Identify Policy or Standard Concept and Complete/ Submit worksheet to GTAPSG

Justify Enterprise PSG

Drafts/ Revises policy working with appropriate team members

Worksheet Complete? — Yes / No

Notify Contributor and Director

Resubmit to EA Steering Comm at prescribed date

Assign PSG Resource as Facilitator to work with GTA SME

Reviews draft policy, identifies conflicts or duplications

Revision Needed? — Yes, Originator Revisions / No

Non Team Member Review Needed? — Yes / No

Facilitates Non-member Review

EA Steering Committee Ok to Proceed? — Table / Yes / No

EA Steering Committee Ok to Proceed? — No / Yes

Approve Enterprise Policy

Approve Enterprise Standard

Approval or Denial

Make Internal Notifications

Send Notice to Agency Heads

Draft Posted

Manage Portal Content

Manage Portal Content

Work Flow (Process) Definition

Purpose: This function/process is for the identification, development, approval, and publishing of enterprise policies and/or standards and guidelines.

Enterprise policies provide direction for technology initiatives.

This work flow begins with the identified need for a policy or standard by any contributor within any GTA Division, Office or any member of the EA Steering Committee.

Once identified the concept is documented in a specific worksheet and submitted to GTAPSG@gta.ga.gov.

The PSG Section reviews /approves the document and routes to the document through various decisions and approvals.

Enterprise policies and standards are developed the PSG group, EA Core Team and other subject matter experts within the appropriate sub process:
Policy Approval Process
Standard Approval Process

Work Flow (Process) Roles and Responsibilities

EA Core Team/Extended Team- work with identified SME's within Divisions and /or Offices to write justification and draft policy and/or standard for review by the EA Steering Committee.

PSG Section- Reviews submitted draft policies/standards checking for conflicts or duplication and ensuring policy follows guidelines and formats.

EA Steering Committee- Review and revise policies and standards as needed throughout the development and approval process.

Office of Communication- Publlish draft and final policies/standards on Portal and notify Contients.

Office of the CIO- CIO or designee approves policies and/or standards

Work Flow Inputs / Outputs

Input:	Standard Document and worksheet	**Output:**	Draft Enterprise Policy/Standard for review and approval
Input:	Justification and draft Enterprise Policy/Standard for review		
Input:	Draft Enterprise Policy/Standard for approval	**Output:**	Comments on Policy/Standard
Input:	Revised Enterprise Policy/Standard for approval	**Output:**	Final Enterprise Policy/Standard

Information Management Standards

*   Published Guidelines
*   Standard formats for inputs
*   Standard fotmats for outputs
*   Standard templates

Linked Work Flows / Processes

Work Flow:

Develop Policy/Standard
Policy Approval Process
Standard Approval Process
Manage Portal Content